

FORM CD-260  
REV. 6-86  
DAO 202-335

## MERIT PROGRAM

Announcement Number: **PTO-04-158**  
Issue Date: **11/2/04**  
Closing Date: **11/23/04**

# VACANCY ANNOUNCEMENT

### TITLE, SERIES, AND GRADE

IT Program Manager  
GS-2210-15  
Position is at the full performance level  
One position  
Competitive Service  
Non Bargaining Unit

### VACANCY LOCATION

U.S. Patent and Trademark Office  
Search and Information Resources Administration  
Office of Patent Automation

### AREA OF CONSIDERATION

PTO Employees with Status  
Current Federal Employees with Status  
Non-Status Applicants  
Reinstatement Eligibles  
DOC Surplus, Displaced Employees in  
local commuting area

**APPLICANTS WITHIN THE WASHINGTON DC COMMUTING AREA WILL ONLY BE CONSIDERED. RELOCATION EXPENSES WILL NOT BE PAID.**

**DUTIES:** Serves as Program Manager for the Office of Patent automation (OPA). Incumbent will serve as supervisor over a staff of technical and professional employees who are involved in Patent automation requirements. Individual oversees all aspect of patent automation development and improvement including all phases of project and product management. Ensures project and product management teams are developing and maintaining the criteria necessary to meet Patent's daily business requirements. Responsible for achieving Patent business priorities in automation development. Utilizes thorough knowledge of management principles, methods, practices, systems analyses techniques, project planning and program management technology projects, particularly as they relate to multi-year, PTO-wide computer automation efforts. Continually evaluate the development of new IT efforts and redirects the development effort when necessary to deal with unforeseen problems and unsatisfactory results. Develops long-term program strategies and roadmaps to include multi-year PTO wide computer automation efforts. Utilizes through knowledge of management principles, methods, practices, systems analyses techniques, project planning and program management techniques and system installation and test techniques and system installation and test techniques to analyze and plan major projects. Individual may retain Contracting Officer's Technical Representative (COTR) responsibility for program area and/or perform task-monitoring responsibilities over contractors work.

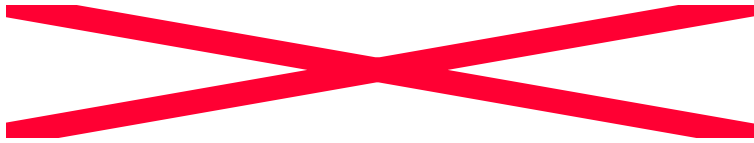
### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan. **Specialized experience is experience that demonstrates ability to perform as a program manager including the ability to show leadership and commitment to long-term project goals and objectives. The ability to communicate to management, create and negotiate program plans using management tools, and lead the development of clearly defined plans which would meet patent business requirements, priorities, scope and objectives. Ability to manage programs through all phases including creation, planning, developing, installation, support maintenance and modification and proven ability to perform personnel management, cost management, quality management, resource management, risk management, scope management, and time management.**

### EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of advanced computer systems and automation technology, operating characteristics and capabilities in order to develop an overall strategic approach for the development and evaluation of automated information systems and to advise top management on new developments and advanced techniques in the computer hardware and software areas.
2. Knowledge of business analysis and business process reengineering techniques
3. Ability to communicate effectively both orally and in writing to all levels of personnel, including ability to prepare extensive written reports. (Please provide writing samples.)
4. Ability to manage programs effectively by making decisions and motivating others.
5. Ability to serve as a Project or Product Manager for an Information Technology system or closely related experience



**SELECTIVE FACTOR:** Candidate must possess the following for consideration: Experience as a Project or Product Manager for Information Technology Program(s).

**How To Apply - SUBMIT THE FOLLOWING:**

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications. If only one is received, it will be considered under the merit promotion announcement.
5. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.

**FOR SPECIFIC INFORMATION CALL:** Kim Caboga (703) 305-8558 or Jackie Davis (703) 306-3413 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

**MAILING ADDRESS:**

US Patent and Trademark Office  
Office of Human Resources  
Mail Stop 171  
Post Office Box 1450  
Alexandria, VA 22313-1450

**WHERE TO APPLY IN PERSON:**

US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive CPK1 - 707  
Arlington, VA

## VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

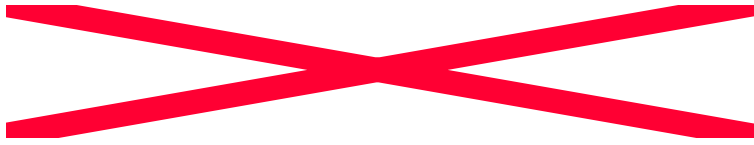
### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.

**NOTICE TO ALL APPLICANTS:** US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



WASHINGTON, DC 20231  
WWW.USPTO.GOV

15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.